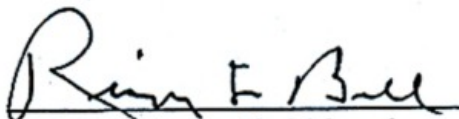


VISITATION HANDBOOK



Riverbend Maximum Security Institution

Approved:


Ricky J. Bell, Warden

Date: August 2007



**STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
RIVERBEND MAXIMUM SECURITY INSTITUTION
7475 COCKRILL BEND BOULEVARD
NASHVILLE, TENNESSEE 37243-0471
TELEPHONE (615) 350-3100 FAX (615) 350-3400**

MESSAGE FROM THE WARDEN

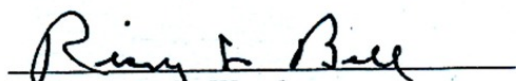
This handbook has been designed to help you during your visit to Riverbend Maximum Security Institution.

The employees of RMSI recognize the value and need for an inmate to maintain his family and community ties. In fact, inmates are encouraged to maintain close communication with members of their families and friends through visiting. An efficient correctional agency cannot be maintained if disruptive behavior from persons in the visiting areas is permitted. Any guest of this facility has the right to be treated respectfully and fairly by all personnel. The guest also has the responsibility to treat others, including inmates, employees, and other visitors, in the same manner.

Regulations pertaining to visiting are available to all staff, inmates, and visitors. The supervision of visits shall be sufficient to insure contribution to good public relations, to develop the public's understanding of institutional programs, and to assist in the positive development of inmate program planning.

Let me assure you that you are welcome and that I or any staff member will assist you as you visit with your loved ones and friends.

Thank you,


Ricky J. Bell, Warden

RJB/bg

RMSI VISITATION HANDBOOK

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The following is a list of RMSI rules and regulations for the visitation area. These regulations maintain order and control to insure visitors and inmates can enjoy spending time together in a pleasant atmosphere. Visitors and inmates are expected to comply with these rules. Failure to do so could result in suspension of visitation privileges. THESE RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PROCESSING OF VISITATION APPLICATIONS:

Prospective visitors shall complete and return a visitation application with a current photograph to the institution via mail to:

Deputy Warden
Riverbend Maximum Security Institution
7475 Cockrill Bend Boulevard
Nashville, TN 37243-0471

Applications shall be approved or denied within thirty (30) days of receipt. Visitation staff will notify the offender of the decision. It is the inmate's responsibility to notify the prospective visitor of the decision rendered regarding his or her visitation application.

The warden/designee, at his or her discretion, shall approve or deny applications based on the following criteria:

- A. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152, Visitation Application. Immediate family is defined as mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents may be considered within this definition. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.
- B. All visitors, regardless of age, are required to have a completed, approved visitation application on file. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14 and 18. Updated photographs may be requested more frequently if significant changes occur in the child's appearance. Children under the age of 18 years of age must have a signed, notarized Parental Consent/Release for Minor's Visitation, CR-2152, Page 2 on file before they will be permitted to visit. This form must be completed by the custodial parent or legal guardian. Further, children must be accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian.
- C. Persons the warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.

D. The following will apply for persons with past criminal felony convictions:

1. Immediate family members with active felony conviction records may submit a visitor application for approval six (6) months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of the supervising officer/counselor is required).
2. The warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.

E. The following applies to former employees:

1. Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.
2. Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.
 - a. If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member
 - b. If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Relationships, visitation will not be considered, even if that individual has become an immediate family member.
 - c. If the person's separation from TDOC service was voluntary and not due to the events as described in (a) and (b) above, the individual may submit an application for consideration after 48 months from the date of TDOC separation.
 - d. If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall also not be considered for a period of 12 months from the date of the marriage to the inmate, nor for a period of 48 months from the date of TDOC separation. If the former employee worked at the facility where visitation would occur, visitation will not be allowed.

F. All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a visitor applicant, the visitor application shall not be allowed to resubmit for a minimum of six months.

G. Persons participating, or those who have participated as a volunteer, may be considered for visitation approval following a period of twenty-four (24) months from the conclusion of the volunteer effort.

H. Visitors may not be placed on more than one (1) inmate's visiting list unless the inmates are immediate family members of the visitor and the relationship can be substantiated.

I. The warden shall impose a waiting period of one (1) year to review the application of visitors who have been removed from an offender's approved visitation list either by personal or inmate request before placing them on the list of another offender.

J. All visitation applications are subject to NCIC background checks.

GUIDELINES FOR INMATES UNDER CONVICTION FOR SEX-RELATED OFFENSES AGAINST CHILDREN:

An offender with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18), except under the guidelines set forth in a duly signed and witnessed CR-3619, Contact Visitation with Minors Agreement. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.

Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the warden/designee to the local Department of Children's Services, Child Protective Services Division.

A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and then only non-contact visits shall be allowed.

VISITATION SCHEDULE:

The number of visitors an inmate may receive at a given time and the duration and frequency of each visit shall be limited to the institution's space and personnel resources. Hours and visits shall not interfere with the inmate's work, school, or program schedule.

Visitors are not allowed on state property until 30 minutes prior to the scheduled start of visitation. No visitors will be processed for visitation after 30 minutes before the end of scheduled visitation.

Visitors shall be processed through Checkpoint and permitted access to the appropriate visitation area ten (10) minutes prior to the scheduled visitation period.

The following holidays are recognized as being state holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day*
- Christmas Day*

*Visitation on additional days accompanying Thanksgiving/Christmas Day will be determined by the commissioner.

VISITATION AREAS:

A. Main Visitation Gallery

Hours and days for the main visitation gallery are as follows:

Unit 5

Saturdays and holidays	1:00 p.m. - 4:00 p.m.
Sundays	8:00 a.m. - 11:00 a.m.
Mondays	5:30 p.m. - 8:30 p.m.

Unit 6

Fridays	5:30 p.m. - 8:30 p.m.
Saturdays and holidays	8:00 a.m. - 11:00 a.m.
Sundays	1:00 p.m. - 4:00 p.m.

Inmates may receive only four (4) visitors, excluding children, at one time.

The non-contact visiting rooms located off the main visiting gallery shall be used in any situation as deemed by the Warden/Deputy Warden in which the visitors' contact with inmates could jeopardize the security of the institution or safety of inmates, other visitors, or staff. Non-contact visits shall not exceed two (2) hours in duration.

B. Unit 1

Inmates assigned to Unit 1 shall visit in the non-contact visiting rooms located within the unit. Inmates assigned to Unit 1 may visit with immediate family members only for one (1) hour per week with up to two (2) approved visitors, excluding children under 12 years of age. If a minor is 12 years of age or older, he/she will be counted in the number of approved visitors. Inmates programmed to be released from the unit within thirty (30) days may visit in the contact visiting rooms subject to the approval of the unit manager. The week begins on Sunday for visitation purposes. Visiting days and hours are as follows:

Pod A

Friday:	Lower Level	
	(Even cells)	4:30 p.m. - 5:30 p.m.
	(Odd cells)	5:30 p.m. - 6:30 p.m.
	Upper Level	
	(Even cells)	6:30 p.m. - 7:30 p.m.
	(Odd cells)	7:30 p.m. - 8:30 p.m.

Pod A (continued)

Saturday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 noon
 Upper Level
 (Even cells) 12:00 noon - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Pod B

Saturday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 noon
 Upper Level
 (Even cells) 12:00 noon - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Monday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Pod C

Friday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Sunday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 noon
 Upper Level
 (Even cells) 12:00 noon - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Pod D

Sunday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 noon
 Upper Level
 (Even cells) 12:00 noon - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Monday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Inmates assigned to Unit 1 may be granted visitation privileges on state holidays as follows: Pods A & B: 8:00 a.m. - 12:00 noon; Pods C & D: 12:00 noon - 4:00 p.m.

C. Unit 2

Level A inmates may visit twice a week for two (2) hours one evening per week and once during the designated hours on Saturdays and/or Sundays for four hours depending on space availability with up to two (2) visitors (excluding children under 12 years of age) at a time. If the minor is 12 years of age or older, he/she is counted in the number of allowed visitors. These inmates may visit in the large contact visiting area in groups of six (6) or more.

Level B inmates may visit twice a week for one (1) hour one evening per week and once during the designated hours on Saturdays and/or Sundays for two hours with up to two (2) visitors at a time (maximum of 3 hours per week). These inmates may visit in the contact or non-contact visiting rooms at the discretion of the unit manager. If visiting in the contact visiting room, they may visit in groups of three (3) or less.

Level C inmates may visit twice a week for one (1) hour, one evening per week or during the designated hours on Saturdays and/or Sundays for one (1) hour with up to two (2) visitors at a time. These inmates visit in the non-contact visiting rooms unless approved for contact visit by the unit manager.

1. If visitation space availability becomes a problem, the visitors who have been visiting the longest will be asked to leave first.

Pod A

Friday: 4:30 p.m. - 6:30 p.m.
Saturday: 8:00 a.m. - 12:00 p.m.

Pod B

Friday: 6:30 p.m. - 8:30 p.m.
Saturday: 12:00 p.m. - 4:00 p.m.

Pod C

Sunday: 8:00 a.m. - 12:00 p.m.
Monday: 4:30 p.m. - 8:30 p.m.

Pod D

Sunday: 12:00 p.m. - 4:00 p.m.
Monday: 6:30 p.m. - 8:30 p.m.

All inmates may receive visits on state holidays for one (1) hour. Holiday schedule will be from 8:00 a.m. until 10:00 a.m. - Pod A; 10:00 a.m. until 12:00 noon - Pod B; 12:00 noon until 2:00 p.m. - Pod C; 2:00 p.m. until 4:00 p.m. - Pod D.

2. Depending on space availability, additional time may be granted.
3. The private visiting rooms may be used by inmates authorized contact visits when more than two children are visiting an inmate, or an authorized contact visit when more than two children are visiting an inmate, or if authorized by the unit manager.

D. Unit 3

Inmates assigned to Unit 3 shall visit in the non-contact visiting rooms located within the unit. Inmates assigned to Unit 3 may visit with immediate family members for one (1) hour per week with up to two (2) approved visitors, excluding children under the age of twelve (12). If the minor is 12 years of age or older, he/she is counted as an approved visitor. Inmates programmed to be released from the unit within thirty (30) days may visit in the contact visiting rooms subject to the approval of the unit manager. The week begins on Sunday for visitation purposes. Visiting days and hours are as follows:

Pod A

Friday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Saturday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 p.m.
 Upper Level
 (Even cells) 12:00 p.m. - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Pod B

Friday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Saturday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 p.m.
 Upper Level
 (Even cells) 12:00 p.m. - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Pod C

Sunday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 p.m.
 Upper Level
 (Even cells) 12:00 p.m. - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Monday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Pod D

Sunday: Lower Level
 (Even cells) 8:00 a.m. - 10:00 a.m.
 (Odd cells) 10:00 a.m. - 12:00 p.m.
 Upper Level
 (Even cells) 12:00 p.m. - 2:00 p.m.
 (Odd cells) 2:00 p.m. - 4:00 p.m.

Monday: Lower Level
 (Even cells) 4:30 p.m. - 5:30 p.m.
 (Odd cells) 5:30 p.m. - 6:30 p.m.
 Upper Level
 (Even cells) 6:30 p.m. - 7:30 p.m.
 (Odd cells) 7:30 p.m. - 8:30 p.m.

Inmates assigned to Unit 3 may be granted visitation privileges on state holidays as follows: Pod A - 8:00 a.m. - 10:00 a.m.; Pod B - 10:00 a.m. - 12:00 p.m.; Pod C - 12:00 p.m. - 2:00 p.m.; Pod D - 2:00 p.m. - 4:00 p.m.

D. Unit 4

Inmates assigned to Unit 4 shall be permitted to visit with up to two (2) persons (excluding children under 12 years of age) at a time. Minor visitors twelve (12) years of age or older are counted as an approved visitor. Inmates shall visit in the large in-unit visiting area. Up to fifteen (15) inmates may receive visits at one time. Inmates assigned to Pods C and D and inmates deemed by the warden and/or deputy warden that contact visits would jeopardize the security and safety of the inmate, other inmates, visitors or staff, shall be restricted to the non-contact visiting room. Maximum-security inmates in Pods C and D who are programmed to be released from the unit within thirty (30) days may visit in the contact visiting room subject to the approval of the unit manager.

Inmates will be allowed to visit for a maximum of two (2) hours on Monday and Friday and a maximum of three (3) hours on Saturday and Sunday, depending on space availability.

Pod A

Friday: 4:30 p.m. - 6:30 p.m.
Saturday: 8:00 a.m. - 11:00 a.m.

Pod B

Friday: 6:30 p.m. - 8:30 p.m.
Saturday: 1:00 p.m. - 4:00 p.m.

Pod C

Sunday: 8:00 a.m. - 11:00 a.m.
Monday: 4:30 p.m. - 6:30 p.m.

Pod D

Sunday: 1:00 p.m. - 4:00 p.m.
Monday: 6:30 p.m. - 8:30 p.m.

Inmates assigned to Unit 4 may be granted visitation privileges on state holidays as follows: Pod A - 8:00 a.m. - 10:00 a.m.; Pod B - 10:00 a.m. - 12:00 p.m.; Pod C - 12:00 p.m. - 2:00 p.m.; Pod D - 2:00 p.m. - 4:00 p.m.

E. Transient Inmates

Inmates, who are in transient status, shall not be allowed any visitation for two weeks. (Attorneys and clergy are exempt.) The Warden may allow special visits at the end of the two weeks but only for immediate family members.

F. Infirmary Patients

Inmates who are patients in the institutional infirmary shall not be allowed visits during the first seven (7) days of confinement. After the seven-day time period, the attending physician shall make the determination of whether the patient is able to receive a visit. The non-contact visiting room shall be used and approved visits shall be limited to one (1) hour between the hours of 8:00 a.m. and 4:00 p.m. on Saturdays, Sundays and Holidays on a first come basis.

G. Outside Hospitals

Inmates who are patients in outside hospitals shall not be allowed visits unless the warden/designee first approves the visit when the hospitalization exceeds two weeks continuous duration, or the inmate is in critical condition. The following rules shall apply to those visits:

1. Hospital visiting rules as well as TDOC and RMSI rules are to be obeyed. In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility.
2. Visitation shall be restricted to two (2) visitations per week unless the inmate is critical and a maximum of thirty (30) minutes per day

per approved visitor during established visitation hours unless further restricted by the attending physician.

3. No gifts, food, or packages shall be allowed inmate patients.
4. Visits shall be subject to termination and/or suspension under the same criteria as with institutional visitation.
5. The officer(s) in charge shall maintain a log of names of each visitor, time of arrival, and time of departure. That log shall become a part of the inmate's visitation file.

SPECIAL VISITS:

The warden/designee may approve special visits for persons on or not on the inmate's approved list. Special visits are only to be requested during the scheduled visitation period of the inmate requesting the visit. Special visit requests are to be submitted to the Deputy Warden seven (7) days prior to the requested visit. Attorneys may be granted visitation privileges upon request as approved by the Warden/designee and are exempt from the seven-day prior notification requirement. Special visits shall be routed through the unit manager.

Types of special visits which may be approved are as follows:

1. Visitors who have traveled great distances (200 miles or more) and/or do not visit on a regular basis;
2. Children as part of a special program to promote family bonding;
3. Attorneys and their representatives such as investigators, paralegals, and law students;
4. Prospective employers, sponsors, or parole advisors;
5. Physicians, psychiatrist, or other health professionals;
6. Persons significant to the inmate for purposes of crisis intervention;
7. Official visitors;
8. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill.

VOLUNTEER VISITATION:

This program functions as a separate entity from the regular visitation program.

- A. Although locally coordinated and monitored by the institutional volunteer coordinator and more globally by the Director of Volunteer Services in Central Office, the Warden maintains control and responsibility for this program.
- B. Recruitment, orientation, and assignment of volunteers is handled by the volunteer coordinator.

- C. The volunteer coordinator, following orientation and assignment, submits the names of volunteers who are to visit with the respective organization to the Deputy Warden.
- D. Persons participating in volunteer visitation shall not be placed on an inmate's visitation list.

DRESS CODE:

A. Visitors are encouraged to dress casually in comfortable attire that is not provocative or offensive to others. In accordance with TDOC Policy #507.01, the following guidelines will apply:

1. Clothing shall fit in an appropriate manner. Clothing appearing to be too large or small for the wearer that creates obvious gaps or exposure, or would present a hazard to the wearer shall be rejected.
2. Visitors must wear undergarments. For female visitors, undergarments include bras and panties. A slip is required under dresses or skirts unless the garment is made of a dense, non-transparent fabric. (Samples of undergarments deemed inappropriate are thongs and water brassieres.)
3. Appropriate footwear to provide basic foot protection shall be required. Open toe shoes or sandals are permitted; however, all shoes must have some sort of backing. Steel-toed shoes, shower shoes, flip-flops, are prohibited.
4. Shorts or skirts are permitted provided the leg is covered to within three (3) inches above the knee in a standing position, with the garment worn in the position in which it is intended to be worn. Note: Dresses or skirts with slits – slit must not exceed three (3) inches above the knee. No dress, skirt or shorts should have slits in the front enclosure/seam of the garment.

B. The following types of clothing are specifically prohibited:

1. Garments manufactured from spandex or spandex-type fabrics;
2. Any clothing that is transparent or translucent in nature;
3. Sleeveless shirts or dresses, or clothing exposing a bare chest or midriff;
4. Backless and wraparound dresses, skirts, or blouses;
5. Any camouflage attire;
6. Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combination, designs, or logos affixed to the clothing, or manner in which the clothing is worn;

7. Cut off pants;

8. Any garment which has rips or tears in them (i.e., holes in knees, buttocks of jeans, T-shirt with neckline cut, etc.)

9. Bandannas

C. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

D. During the winter months, visitors will be allowed to dress appropriately; however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long-sleeved shirt, and a sweater, but more than one sweatshirt or more than one pair of pants would be considered unacceptable.

ALLOWABLE ITEMS:

Visitors are not allowed to bring any item in his/her hands or pockets into the institution except the following:

1. Debit card (except for Units 1, 3, and 4 (C & D pods) where food is not allowed).

2. The following items necessary for care of baby:

a. Standard size baby blanket

b. Three (3) diapers per baby

c. Three (3) plastic baby bottles per baby with milk/juice

d. Two (2) unopened/sealed baby food containers per child with spoon (plastic only)

e. Five (5) sealed, individually packaged alcohol-free baby wipes.

3. Identification: Driver's license or ID card with a picture that was obtained from the Tennessee Department of Safety or another state agency is required for all persons sixteen (16) years of age or older.

4. Locker key and/or car key to access vehicle. No sensor-type keys/key chains shall be permitted.

5. Visitor pass (only if visiting in Units 1, 2, 3 and 4).

6. All other items in the possession of a visitor must be returned to the visitor's vehicle. In the event that a visitor arrived by taxi or bus, he or she may leave personal property in the locker at Checkpoint during visitation.

7. Pager

a. The visitor will provide information to the Warden regarding the reason for the pager; i.e., employer, likely caller, etc. This information, in addition to the Warden's approval or denial, will be maintained in the visitor's file.

b. At each visit, the visitor will:

1. Open the pager, remove and replace batteries, and open any other compartment which can be opened without tools.
2. Demonstrate that the pager is functional. If the pager is not functional, visitor will be responsible for leaving pager outside the facility. Staff will not accept custody of the pager.
3. Place pager in “vibrate” mode if pager is so equipped.
4. Wear pager in conspicuous place during visit.
5. Leave visitation to answer pager; if so, then visitor will not be allowed to return to visitation.
6. Upon leaving visitation, open pager, remove and replace batteries, open any other compartments which can be opened without tools, and demonstrate that pager is functional.

c. Staff will not be responsible for loss or damage to pager during visitation.

d. If inmate handles pager, the visit will be terminated.

SECURITY SEARCHES:

A. All persons and vehicles entering prison grounds are subject to search. Drug K9s may be used during vehicle searches. Firearms, weapons, drugs, and alcohol are prohibited. Violators may be prosecuted.

B. Visitors shall not enter any area of the institution except approved visitation areas and approved routes to and from those areas.

C. All visitors shall be frisk searched routinely as approved by policy. Strip searches and visual body cavity searches shall be authorized by the Warden. Manual body cavity searches may only be authorized by the Commissioner or if a legal search warrant has been obtained.

D. Any visitor who refuses to submit to any search of any type shall be denied admittance and ordered to leave State property.

1. The Warden may thereafter consider suspension of visitation privileges.
2. A written memorandum detailing the visitor’s refusal shall be prepared by the staff member involved and forwarded to the Warden and Deputy Warden.

E. Prior to each visit, the Correctional Officer at Checkpoint shall ensure that the visitor is registered as a guest, has signed his or her name, and the name of the inmate who is being visited. Each visitor must provide bona fide identification on each visit.

F. All visitors shall have the tops of their left hands stamped with invisible ink upon entering the institution and shall have their hands checked prior to leaving the designated area.

G. All frisk or body searches shall be conducted by employees of the same gender as the visitor. All visitors must pass through the walk-through metal detector unless they present documentation from a

physician that specifies a particular illness or presence of a prosthetic device. A copy of such documentation shall be placed in the inmate's visitation file. Each visitor will be given three (3) chances to clear the metal detector before being denied entrance to the facility. All searches of underage (18 or younger) children must be done in the presence of the parent or guardian.

- H. If contraband items, other than firearms, alcohol and illegal substances, such as money, tobacco, tobacco products, gum, candy or toys, is found in the visitor's possession after they pass through the metal detector, the visitor will be denied entrance and a report sent to the warden of the incident.

VISITATION RULES:

- A. Visitation areas are provided for inmates and their guests that allow reasonable ease and informality of communication in a natural environment as free from security constraints as is safely possible. The areas shall allow for publicly acceptable physical contact during visiting, such as holding hands or an arm across the shoulder with hands clearly visible. The inmate and visitor are permitted to briefly embrace and kiss upon entrance and departure from the visitation area. Briefly for this purpose is defined as 20 seconds or less. Except for this brief moment, no other display of affection is permitted.
- B. Vending machines may be furnished in the visiting gallery. Inmates shall not be permitted to take food items back to the units. No money is permitted in the visiting areas; debit cards are the means available to purchase items from the vending machines. Debit cards may be purchased at the Checkpoint area with a \$1.00 bill. After purchasing a debit card, the visitor may put up to \$55.00 at one time on the debit card. Inmates are not permitted to have possession of the debit card at any time during the visit.
- C. Inmates and visitors will remain seated during contact visits. Chairs will remain as positioned. There will be no walking around except to vending machines and restrooms.
- D. Children under the age of 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian at all times.
- E. Children must be escorted to and from the restroom.
- F. Children may not be left unattended in RMSI parking lot or building.
- G. Contact visitation area of Units 2 & 4 and Units 5 & 6 have toys available for children. The toys must be returned to the same area after the children are finished with them.
- H. During an institutional emergency, visitation may be cancelled as deemed appropriate by the warden.
- I. Visitors found with contraband which is in violation of law are subject to being detained for local law enforcement officials. Violators visiting privileges are subject to suspension at the discretion of the warden.

- J. No one appearing to be under the influence of drugs or alcohol will be allowed to visit.
- K. Inappropriate or socially unacceptable physical contact or behavior will not be permitted between inmates and visitors and may be cause for visitation termination.
- L. Restrooms are available for all visitors in each visitation area.

CONDUCT OF VISITORS:

Visitors are expected to conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates, or employees. Visits may be terminated or denied for the following:

1. Inflammatory comments;
2. Profanity;
3. Cursing or threatening other inmates, visitors, or employees;
4. Pushing or attempting to strike others;
5. Harassment of inmates, visitors, or employees;
6. Attempting to bring in items which are not permitted or leaving items which are not permitted;
7. Excessive kissing, petting, or fondling;
8. Failure to control children;
9. Displaying of security threat group (STG) symbols or affiliation.

DENIAL, TERMINATION, AND SUSPENSION OF VISITS:

- A. The intended visit may be denied by the senior shift supervisor if:
 1. The visitor refuses to show proper identification;
 2. The visitor refuses to submit to a search;
 3. The visitor is under the influence of drugs or alcohol or is disruptive;
 4. The visitor violates visitation conduct rules;
 5. The visitor is in possession of contraband;
 6. The visitor is dressed inappropriately;
 7. The visitor displays security threat group (STG) symbols or affiliation;
 8. The visitor arrives for visitation at an unscheduled time for the inmate;
 9. There is insufficient space for visiting;
 10. The visitor is unable to pass through the metal detector after three (3) tries.

B. Prior to termination of a visit, the visiting room officer may take less restrictive measures such as warning the inmate and/or visitor. However, visits may be terminated by the senior shift supervisor if:

1. The visitor violates visitation conduct rules;
2. The visitor fails to control children;
3. The visitor and inmate engage in publicly unacceptable physical conduct or behavior.

C. Other than as part of the institutional disciplinary procedures, only the warden can suspend visitation privileges. In addition to suspending a visitor involved in misconduct, the warden may have cause to suspend all visitors from an inmate's list if it is believed there may be a risk to the institution's security or to the safety of individuals. When such action is taken, the warden shall provide written justification for the record and provide notice to the individuals suspended. Such notice may be limited to protect the security of the institution or safety of individuals. An action of total suspension shall be reviewed within six (6) months to determine when and who among the visitors may be reinstated. Visiting privileges may be suspended in accordance within the timeframes listed below for any reason, including, but not limited to, the following:

1. Visitor(s) and/or inmate have become intoxicated during the visit—12 months and up to termination;
2. Visitor repeatedly violates visitation rules—six months;
3. Visitor continually fails to control children—six months;
4. Visitor(s) exhibits behaviors and actions, which, in the warden's opinion, could jeopardize the security of the institution—12 months up to and including permanent restriction;
5. Inappropriate sexual contact—12 months.

D. In the following cases, a visitor may be suspended for a period from 12 months; up to and including permanent restriction:

1. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, in such a manner in the visitor's vehicle that gives an indication of a possible attempt to introduce contraband into the facility. Mitigating circumstances, such as traces of a controlled substance found in a vehicle in such manner not appearing to be concealed, may warrant a lesser visitation suspension penalty.
2. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
3. Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of

TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest.

- E. When a visit is denied or terminated, a detailed report will be prepared by the officer taking the action, then forwarded to the warden. The inmate and his visitor will be furnished a copy of the report by the reporting official.
- F. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, in addition to appropriate disciplinary actions, the warden shall modify the inmate's visits, with the exception of ministers and attorneys, according to the following:
 - 1. First Offense – Visits shall be suspended for six (6) months.
 - 2. Subsequent Offenses – Visits shall be suspended for additional six-month periods.
 - 3. Following a period of visitation restriction of twelve (12) months, inmates who continue to violate rules regarding substance abuse and risk lengthy visitation restrictions shall be given consideration by the warden for limited and restricted visits by one (1) or two (2) members of the immediate family (or significant friend in absence of immediate family) who may be instrumental in convincing the inmate to seek help and to comply with substance abuse regulations.
 - 4. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.

PROPERTY:

Except for privileged official visitors, visitors shall not be permitted to deliver packages, correspondence, money orders, or printed material, as all such items must be mailed. Visitors may pick up stereos, TV's, or other property items weekdays between the hours of 8:00 a.m. and 4:00 p.m. excluding holidays.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964:

Riverbend Maximum Security Institution will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services. You may have access to all institutional programs and services for which you are entitled or eligible regardless of race, color, or national origin.

An inmate alleging discrimination based on race, color, or national origin in the delivery of any service or program may file a complaint. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act. Inmates should utilize the TDOC Inmate Grievance Procedures to resolve a complaint alleging a violation under Title VI; however, complaints may be filed with other appropriate agencies such as the Tennessee Human Rights Commission, U. S. Department of Justice, etc.

Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color or national origin.

The Title VI coordinator for Riverbend Maximum Security Institution is the Deputy Warden.

GENERAL INFORMATION:

A. Address:

Riverbend Maximum Security Institution
7475 Cockrill Bend Boulevard
Nashville, TN 37243-0471
Phone: (615) 350-3100

B. Directions:

Exit 204 from Interstate 40 west (White Bridge Road). If you are traveling west, you will exit to the right. If you are traveling east, turn left after exiting. The road becomes Briley Parkway. Take exit 26B (Centennial Blvd. West exit) off Briley Parkway; after exiting, go through stoplight intersection. Riverbend is approximately two (2) miles on the left.

C. Transportation:

1. Visiting area staff shall maintain up-to-date information regarding public transportation routes; an area street map shall be used in which the transportation routes are marked as to their proximity to the institution. The map shall be posted in the Checkpoint area.
2. Upon request, visiting room staff shall inform visitors of available public transportation and/or existing volunteer's transportation programs. Local bus schedules and taxi phone numbers shall be posted in the Checkpoint area.

3. Listing of Local Transportation:

Metro Transit Authority (615/862-5950)
All American Taxi (615/865-4100)
Allied Cab Company (615/883-2323)
American Rivergate Taxi (615/865-4100)
Bill's Cab (615/320-9083)
Blue Top Taxi (615/373-1375)
Brentwood Taxi (615/373-4950)
Checker Cab Transit Corp. (615/256-7000)
Diamond Cab (615/254-6599)
Franklin United Taxi (615/790-9903)
Greater Metro Taxi (615/889-8300)
Music City Taxi (615/889-0038)
Nashville Cab (615/242-7070)
Yellow Cab (615/256-3434)
Yellow Cab Metro (615/256-0101)

D. Lodging:

There are numerous commercial motels within five miles of the institution. In addition, RECONCILIATION operates a guest house for out-of-town visitors. Lodging there is free, but reservations are required. The Guest House phone number is 615/386-3723.

Baymont Inn (615/353-0700)
Super 8 Motel (615/356-0888)

E. Visitation Handbook

The Visitation Handbook is available at the following web address:

<http://state.tn.us/correction/institutions/visitation.html>



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